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FILED:  
RETURN TO  
RECORDS MANAGEMENT DIV.

Chief, Management Staff

25 July 1956

Chief, O&amp;M Staff (DD/P Area)

25X1A9

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Area Weekly Report for Period 18 July 1956 through 24 July 1956.

1. Accomplishmentsa. T/O's Processed.

|         | <u>Examiner</u>      | <u>Control Number</u> | <u>Org. Element</u> | <u>No. Positions</u> |
|---------|----------------------|-----------------------|---------------------|----------------------|
| 25X1A9A | <input type="text"/> | (1) MS-922            | FE                  | 2                    |
|         |                      | (2) MS-924            | FE                  | 2                    |
|         |                      | (3) MS-925            | NEA                 | 2                    |
|         |                      | (4) MS-928            | SE                  | 1                    |
|         |                      | (5) MS-929            | FE                  | 2                    |
| 25X1A9A | <input type="text"/> | (6) MS-930            | FE                  | 8                    |
|         |                      | (7) MS-920            | NEA                 | 2                    |

b. Other

| <u>Examiner</u>              | <u>Project</u>   |
|------------------------------|--|
| 25X1A9A <input type="text"/> | DD/P Records Management Program, Coordination of Agency Regulation in DD/P. Coordination completed, proposed Agency regulation forwarded to Records Management Staff for action. |

2. Current Assignments

| <u>Examiner</u>              | <u>Project</u>  |
|------------------------------|---|
| 25X1A9A <input type="text"/> | (1) MS 6-44, Administrative Burden at Small Stations                                      |
|                              | (2) MS 6-32, Follow-up on National Agency Name Check Project.                             |
| 25X9A2                       | (3) MS-888, OC, Supplemental Programs Division T/O, <input type="text"/>                  |
| 25X1A9A <input type="text"/> | (4) MS 6-42, CS Information Reports Distribution Analysis and Procedures                  |
|                              | (5) MS-1854, Cover Improvements for Staff Employees and Staff Agents Terminal Processing. |

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|         | <u>Examiner</u>      | <u>Project</u>   |                          |
|---------|----------------------|--|--------------------------|
| 25X1A9A | <input type="text"/> | ✓ (6) MS 6-34, DD/P Reports Management Program.  |                          |
|         |                      | (7) MS-918, WE, Redesignation and Transfer of Position from V to UV, <input type="text"/> Branch.      | 25X1A8<br>A              |
|         |                      | (8) MS-923, DD/I-FE, Establishment of Position <input type="text"/>                                    | 25X1A6<br>A              |
|         |                      | (9) MS-926, FE, Transfer of Headquarters Position from V to UV.  |                          |
| 25X1A8A |                      | (10) MS-932, EE, Establishment of <input type="text"/> Positions.                                      | 25X1A8<br>A              |
|         |                      | (11) MS-933, FE, Adjustments to FE <input type="text"/> T/O, 2 Positions.                              | 25X                      |
|         |                      | (12) MS-934, TSS, Realignment of FE T/O, <input type="text"/> Positions.                               | 25X <sup>1</sup> 9A<br>2 |
| 25X1A9A | <input type="text"/> | (13) MS 5-38, T/O System Analysis, Manpower Control.   |                          |
|         |                      | (14) MS 6-30, DD/P Forms Program.  |                          |
|         |                      | (15) MS 6-46, DD/P Business Machines Facilities.   |                          |
|         |                      | (16) MS-914, FI-RI, T/O Adjustments regarding Foreign National Records Training Officers, 3 Positions. |                          |
|         |                      | <input type="text"/>   | 25X1A9<br>A              |

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